

County/Agency \_\_\_\_\_ Date: \_\_\_\_\_ 01-05-2012  
Certification Worker \_\_\_\_\_  
Review Conducted by \_\_\_\_\_

## Administrative Agency Interview

Interviewing a representative from the certifying agency use the following questions to gather information, assess compliance and/or identify areas for additional technical assistance.

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### **Question 1:**

**Describe agency structure with respect to certification.**

- **Number of Certified Operators**
  - **Number of Certification Workers/Full time and Part time**
  - **Duties of Certification Worker(s)**
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### **Agency Response 1:**

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**Question 2:**

**How does agency ensure continuity and accurate implementation of the certification program during extended leave of certification worker(s) or turnover of certification workers?**

**Who in the agency is designated as back up for this individual(s)?**

**Does the back-up person have the required certification training?**

**If not, what type of training was given?**

**Does the individual have the needed system access WISCCRS/WEBI/CSAW?**

**Agency Response 2:**

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**Question 3:**

**Describe certification fee structure, including amount(s) for initial/recertification/relocation certification and/or CBC checks.**

s. 48.651 & 202.04 (4). A county or tribal agency may charge a fee for family child care certification not to exceed 150% of the licensing fee for a family childcare center that provides care and supervision for 4-8 children under s 48.65(3), stats.

(a) Plus the costs of criminal record checks required under s48.685, stats.

(b) The county or tribal agency may charge a fee for school-age child care certification not to exceed the licensing fee for a group child care center that provides care and supervision for 9 or more children under s 48.65(3)(a), stats. Plus the costs of criminal record checks required under s48.685, stats.

- A licensing FCC fee of \$60.50 is charged every two years.
  - A licensing Group fee of \$30.25 plus \$16.94 for every child the center is licensed to serve is charged every two years.
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**Agency Response 3:**

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**Question 4:**

*DCF 202.04(7)2.c. - Provide information on child care and the certification system to applicants prior to initial certification. The information shall include materials on sudden infant death syndrome, shaken baby syndrome and impacted babies, child development, positive discipline, health and safety, and nutrition.*

**How does your agency provide orientation information to potential certified operators?**

**How does your agency document that potential certified operators have received the information/orientation?**

**Are there outreach efforts your agency engages in to recruit providers for certification?**

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**Agency Response 4:**

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**Question 5**

**As a Certifier conducting a home visit to monitor an operator, please describe how you conduct a home visit?**

**What and how do you monitor for compliance with all certification rules?**

**Do you complete non-compliance or compliance forms?**

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**Agency Response 5:**

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**Question 6**

*DCF 202.04(7)2.d. - Conduct an on-site inspection of the premises where child care will be provided, including areas that will not be used for child care, before initial certification, recertification, or within 30 days following a child care operator's move to a new location.*

*DCF 202.04 (7)3.a. - Conduct on-site inspections at any time prior to or after certification is approved to monitor compliance with certification standards, in addition to the required inspection under subd. 2. d.*

**How does your agency document No Access Visits?**

**What type of follow up does your agency do on No Access Visits?**

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**Agency Response 6:**

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**Question 7**

**Does your agency conduct unannounced visits?**

**If yes, elaborate on agency policy for announced vs. unannounced visits.**

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**Agency Response 7:**

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**Question 8**

**Describe communication or collaborative efforts between certification workers and subsidy/authorization unit/fraud unit.**

**Do you report “No Access Visits” to the local subsidy agency or fraud unit?**

**Do you report child care operators when out of compliance with rule DCF 202.08(6)b., over numbers to the local subsidy agency or fraud unit?**

**What other types of information have you or would you report to the local subsidy or fraud unit?**

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**Agency Response 8:**



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**Question 9:**

**Does your agency conduct ongoing training and/or technical assistance for certified child care operators?**

**If yes, what type of training is offered and how often?**

**If training is not provided through your agency; where are new and existing certified operators referred to for training?**

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**Agency Response 9:**